



## TOWN OF NORTH HAVEN

MEMORIAL TOWN HALL / 18 CHURCH STREET

NORTH HAVEN, CONNECTICUT 06473



REPLY TO:

### Town of North Haven ADA NOTICE

Tel. (203) 239-5321

Fax (203) 234-2130

The Town of North Haven does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Town of North Haven does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of North Haven's designated ADA Compliance Coordinator.

**Name:** Edward J. Swinkoski

**Title:** Director of Finance/Administration

**Office Address:** 18 Church Street, North Haven, CT 06473

**Phone Number Voice:** 203-239-5321

**Email Address:** [Swinkoski.edward@town.north-haven.ct.us](mailto:Swinkoski.edward@town.north-haven.ct.us)

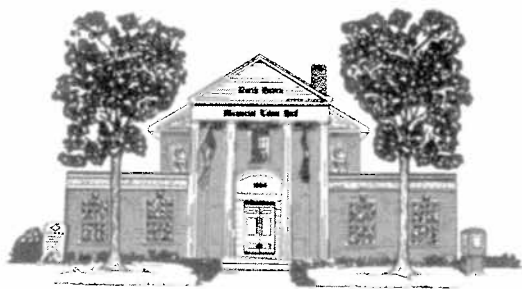
**Days/Hours Available:** Monday – Friday 8:30 am to 4:30 pm

Individuals who need auxiliary aids for effective communication in programs and services of the Town of North Haven are invited to make their needs and preferences known to the ADA Compliance Coordinator.

This notice is available in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

  
Michael, J. Freda, First Selectman

4-8-15  
Date



# TOWN OF NORTH HAVEN

MEMORIAL TOWN HALL / 18 CHURCH STREET

NORTH HAVEN, CONNECTICUT 06473



REPLY TO:

## **Town of North Haven Fair Housing Policy Statement**

Tel. (203) 239-5321

Fax (203) 234-2130

It is the policy of the Town of North Haven to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by this Town of North Haven must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of North Haven or any of sub-recipient of the Town of North Haven will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of North Haven.

The municipality's Community Services Department is responsible for the enforcement and implementation of this policy. The Director of Community Services, Edward J. Swinkoski may be reached at 203-239-5321 or Swinkoski.edward@town.north-haven.ct.us.

Complaints pertaining to discrimination in any program funded or administered by this Town of North Haven, may be filed with the Department of Community Services Department. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of North Haven employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of North Haven.

Revised 2/13/13

4-8-15  
Date

Michael J. Freda  
Michael J. Freda, First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Edward J. Swinkoski, Director Of Community Services, 18 Church Street, North Haven, CT 06473 - 203-239-5321.



## TOWN OF NORTH HAVEN

MEMORIAL TOWN HALL / 18 CHURCH STREET

NORTH HAVEN, CONNECTICUT 06473



REPLY TO:

Town of North Haven

Tel. (203) 239-5321

Fax (203) 234-2130

### MUNICIPAL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of North Haven.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Edward J. Swinkoski  
203-239-5321  
18 Church Street  
North Haven, CT 06473

Within 15 calendar days after receipt of the complaint, Edward J. Swinkoski will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Edward J. Swinkoski will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Edward J. Swinkoski and offer options for substantive resolution of the complaint.

If the response by Edward J. Swinkoski does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the First Selectman or his or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the First Selectman or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Edward J. Swinkoski, appeals to the First Selectman or his or her designee, and responses from the ADA coordinator and First Selectman or his or her designee will be kept by the Town of North Haven for at least three years.

4-8-15  
Date

  
Michael J. Freda, First Selectman



# TOWN OF NORTH HAVEN

MEMORIAL TOWN HALL / 18 CHURCH STREET

NORTH HAVEN, CONNECTICUT 06473



REPLY TO:

Town of North Haven

Tel. (203) 239-5321

Fax (203) 234-2130

## Compliance with Title VI of the Civil Rights Act of 1964

The Town of does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of North Haven seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of Haven's Fair Housing Plan and is fully implemented to ensure compliance by the Town of North Haven, as the recipient, and by sub- recipients. The cooperation of all personnel is required.

Michael J. Freda, First Selectman

4-8-15

Date